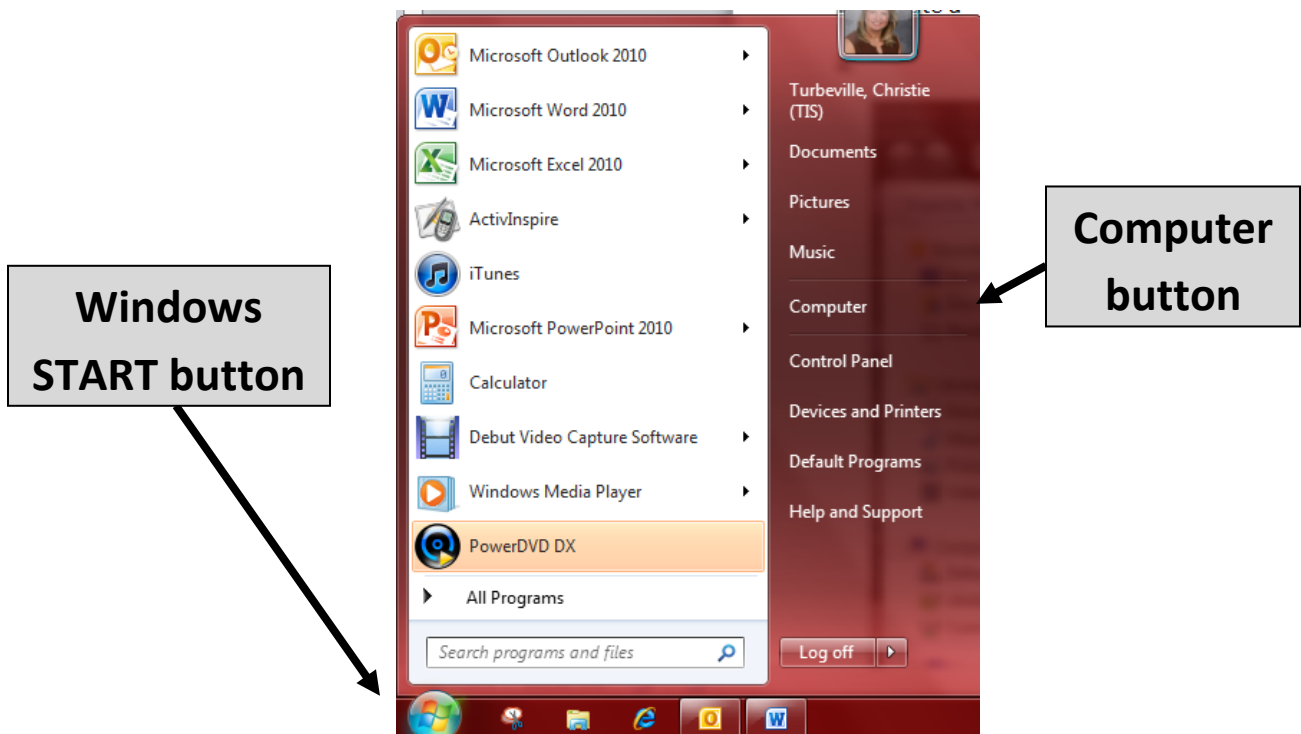
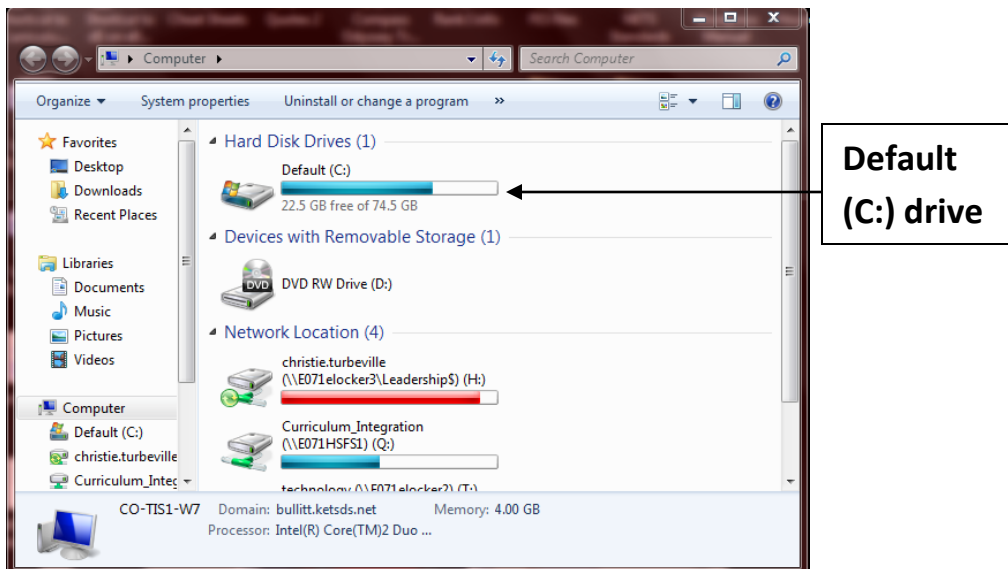


## **Leaving SUB PLANS for Substitute Teachers:**

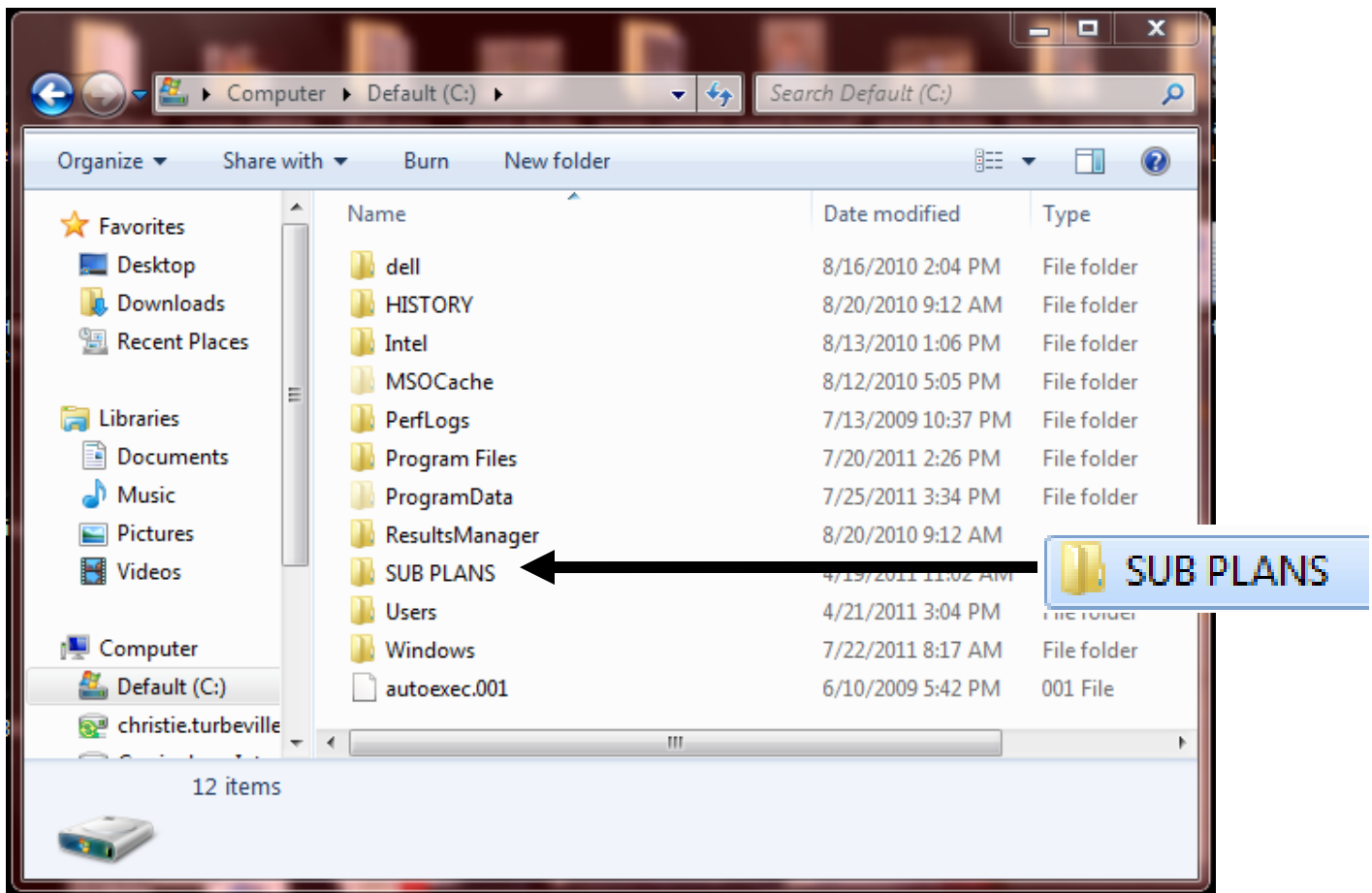
1. **Substitute teachers** will get their own login with their firstname.lastname just like you. However, they will only have access to the desktop, program files, and Internet. They will NOT have access to email, the school's programs folder, or the Q: drive. This will alleviate the need to leave your login (should never happen for any programs) and will allow you to leave your normal lessons (as much as possible) with your substitute.
  - a. The substitute will be able to use the various programs on your computer (Smart, ActivInspire, ImageMate, etc.) so your lessons can be technology driven. However, with that said, keep in mind who your sub is and how much technology you can embed in your lesson.
  - b. **Note:** If you are planning to use a United Streaming video, you will have to download the video and leave the video in the Sub Plans folder. They will not have access to United Streaming.
2. First, you will need to locate the "Sub Plan" folder on your local computer (C: drive). To locate the folder, click on the **Windows Circle (previously the Start Button)** and click on the **COMPUTER** button in the drop-down to the right under your name.



3. A window will appear showing all of the local and network drives you have available. You will find a folder named "Sub Plans" in the **Default (C:) drive**.

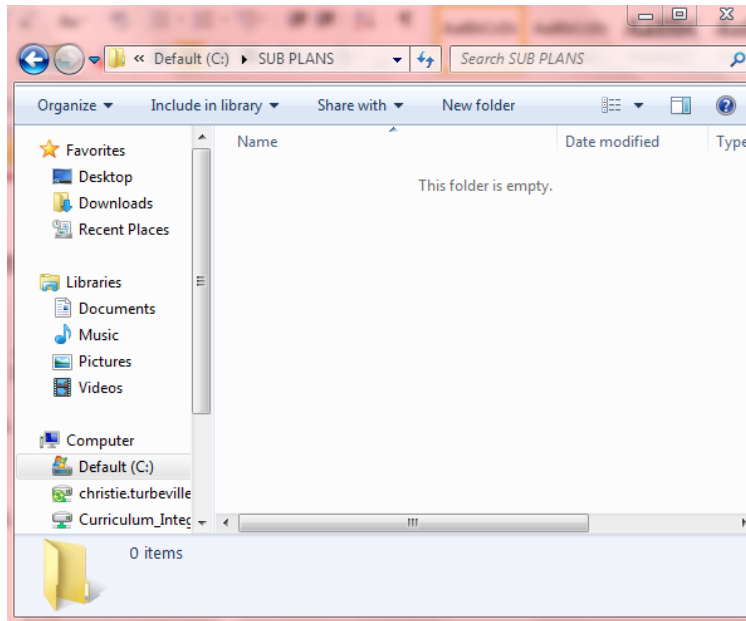


4. Double click the **Default (C:)** drive. A window with various folders similar to the one below will appear.
  - a. Substitutes will be trained to look for the **Sub Plans** folder in this place so please do not change the name of this folder.



## ***Saving Sub Plans / Files to the SUB PLANS folder:***

1. Double click the **Sub Plans** folder (found in *Start Menu > Computer > Default (C:) drive*). Your folder will be blank on the first use.
  - a. To organize your folder, you can create separate folders by right clicking in the white space, clicking New, then clicking Folder for each absence or...
  - b. Delete old files each time and Save only New files to the folder as needed.



2. **Saving Options:** (***NOTE:*** Be sure to save **ALL** files you want the substitutes to use into your Sub Plans folder...i.e. Word Files, Internet Links, ActivInspire Flipcharts, Smart Notebook files, videos, and anything else you have in your plans for the day.) ***Choose one of the following options below to help you save your files.***
  - i. When the file is open, click **File > Save As...** then choose the ***Default (C:) drive***, then choose the Sub Plans folder, and name the file to save...click SAVE.
  - ii. **Drag and Drop** – Open up the place you have the file stored and leave that window open. Open up the *Computer > Default (C:) drive > Sub Plans* folder. Looking at both folders, drag (copy) the files you want to save to the Sub Plans folder and drop (unclick mouse). Copies will be made and placed into the folder.
  - iii. **Copy and Paste** - Open up the place you have the file stored. Find the file, right-click on the file, and choose **COPY**. Open up the *Computer > Default (C:) drive > Sub Plans* folder. Right-click in the white space of the Sub Plans folder and click **PASTE**. You will need to do this for each file you want to save.